

B+C3

23 December 1987

MEMORANDUM FOR: Chief, Administrative Staff, Office of
Leadership Analysis

FROM: John M. Ray
Director of Logistics

SUBJECT: Renovation of 1G81, Headquarters Building

REFERENCE: Memo for C/FMD/OL from C/AS/LDA, dated 10 Dec 87,
Subject: 1G81, Headquarters Building

STAT

1. I regret to inform you that it is not possible at this time for the Office of Logistics to approve your request to renovate the office space in 1G81, Headquarters. At the present time, all of our resources, as well as those of the Office of Information Technology, whose services would also be involved, are devoted to work in the New Headquarters Building. Although this project is a relatively small undertaking, it still requires a design effort and, unfortunately, our resources are limited in this area.

2. I appreciate the sacrifice many people are having to make as we proceed with work on the New Building. I trust you will understand and I thank you for your patience. If you have any questions regarding this matter, please do not hesitate to contact me.

STAT

John M. Ray

cc: C/FMD/OL

STAT

O-DL/JMRA:mgk/ (23 DEC 87)

Distribution:

Orig - Addressee
1 - C/FMD/OL
1 - OL Files
1 - D/L Chrono

OL 0055-87

Date

ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. D/L	<i>[Signature]</i>	11/12
2. DD/L	<i>[Signature]</i>	12/10
3. Brenda		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Action copy sent to Bill

Suspense 12/22

CLMD sending
over 27 should
be cleared by Thurs 24th

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

☆ U.S. GPO: 1986-491-247/40012

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

21114X-87

10 December 1987

MEMORANDUM FOR: Chief, Facilities Management Division,
Office of Logistics

VIA: Director, Office of Logistics

FROM: Chief, Administrative Staff,
Office of Leadership Analysis

SUBJECT: 1G81, Headquarters Building

1. Your assistance is requested in renovating LDA's European Division located in 1G81, Headquarters. Due to a reorganization of this Division, we are increasing the number of Branches by one for a total of four Branch Offices. This reorganization will require building another individual office and relocating four analyst workstations. We would also like to take this opportunity to replace the current furniture in this area with Corey Jamestown furniture. In total, the renovation should require only construction of one office, electrical and phones for four relocated workstations, and design support for replacement furniture.

2. Based on feedback we have received from the people concerned with the overall renovation of Headquarters Building, LDA is not scheduled to move from its present location and renovation of our space on the first floor is not scheduled within the next three years. LDA is prepared to pay any costs involved with the renovation of 1G81.

STAT



APPROVED:

Director, Office of Logistics

Date

Stock on Wang
Comments re
att.

22 December 1987

NOTE FOR: Director of Logistics

STAT FROM:

SUBJECT: Renovation of 1G81 Headquarters

1. Facilities Management Division, OL (FMD) recommends you disapprove the renovation request in 1G81. We have recently completed a renovation of this area and Office of Information Technology (OIT) has completed their work. At the present time, all of our resources and OIT resources are devoted to work in the new building.

2. Although this is a relatively small undertaking, it still requires a design effort which is where we have the least amount of resources. Had we not just completed work for Office of Leadership Analysis (LDA) because of a reorganization, I would have been more willing to undertake this effort. As you know, DI components can reorganize faster than we have assets to redesign. In any event, almost all OIT work has stopped in this building and new phone work is not being accepted.

STAT

Date

ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.			
2.			
3.			
4.			
5.			
Action	File	Date and Return	
Approval	For Correction	Per Conversation	
As Requested	For Correction	Prepare Reply	
Circulate	For Your Information	Signature	
Comment	Investigate		
Coordination	Justify		

REMARKS

*Hand copy of article
over 12/22/87*

*on subject
changed*

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

21146-87

B+G 3

23 December 1987

NOTE FOR: Director of Logistics

STAT

FROM:

SUBJECT: Renovation of 1G81 Headquarters

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